

Hours of Operation

Monday through Friday: 0800-1300, 1400-1630

Motorcycles

Motorcycle hobbyist and riders, in order to register a privately or government-owned motorcycle, moped, or Vespa on Post, must have satisfactorily completed an Army-approved motorcycle safety course. The course will consist of classroom instruction, hands-on training, and the successful completion of a written examination. Langley AFB and Thomas Nelson Community College normally conduct these courses during the Spring and Summer.

When operating a motorcycle, moped, or Vespa, a helmet (Department of Transportation Certified), goggles and/or face shield, brightly colored or reflective upper garment, long sleeve shirt or jacket and trousers, full-fingered gloves designed for use on motorcycles are required. Also, sturdy footwear is required. More information concerning motorcycle safety is available in DoD, 6055.5, DoD Traffic Safety Program.

City Decals

Hampton City decals are free to active duty members only. To qualify, the vehicle must be registered in the active duty member's name only and he/she cannot be a Virginia resident. A Leave and Earning Statement (LES) must be presented as proof of state residency. Along with the LES and current registration, the member must also present a military I.D. card and a valid driver's license at the time of issuance.

Vehicle Registration

Registration Requirements:

The following items must be verified by the vehicle registration clerk when a DOD decal and/or expiration tab is issued.

- (1) Possession of a valid state driver's license.
- (2) A valid state registration reflecting acquisition of permanent state license plates.
- (3) Proof of satisfactory completion of a vehicle safety inspection in the state where the vehicle is licensed or located. The only exception is a vehicle rejected for having tinted windows; however, the vehicle must still be inspected to ensure that it is mechanically safe. The rejection documentation must reflect that the vehicle was rejected for tinted windows only and must be provided to the vehicle registration clerk at the time of registration. Inspection stickers must be displayed on the vehicle in accordance with the law of the state in which it was inspected.

(4) Vehicle owners must present current proof of insurance. As a minimum, the proof must show the vehicle's Vehicle Identification Number (VIN), insurance policy number, policy expiration period, and the identity of the insurance company.

(5) A current/valid civil service DOD civilian, military, or family member identification card. Employees/Contractors that aren't issued I. D. cards must hand-carry a memorandum from their employers verifying their employment status and requesting issuance of a vehicle pass or Post decals.

Limitations on issuance of DOD decals:

(1) Vehicles bearing USAREUR or other overseas military license plates will be issued a 30-day temporary registration.

(2) Vehicles bearing foreign license plates will not be issued permanent or temporary registration with the exception of foreign liaison officers.

(3) Personnel performing duty or employed on Fort Monroe for less than 60 days will be issued a temporary registration.

(4) Individuals pending permanent registration will be issued a temporary registration card, not in excess of 45 days.

(5) Personnel visiting the installation for less than 60 days will be issued a temporary registration card.

(6) Contractor-owned construction equipment designed for off-road use and material handling equipment will not be registered.

(7) Vehicles with elevated or lowered rear/front ends are unsafe and will be denied registration.

(8) Rental vehicles, vehicles bearing dealers license plates, company leased vehicles, or company owned/registered vehicles will not be issued Post decals, but may qualify for a temporary pass.

(9) Contractors awarded contract of less than one year will be issued temporary vehicle registration(s) for the term of the contract.

Termination of Vehicle Registration Privileges:

(1) The vehicle registration section will be notified within 72 hours of sale or other disposition of a vehicle. Identification decals will be removed from the vehicle prior to its trade, sale, or other disposition.

(2) The vehicle registration section will be notified by the owner upon transfer or departure from the installation. Owners must physically remove the decals from their vehicles and present the decal to the vehicle registration section upon clearing.

(3) Personnel incapable of clearing themselves may be cleared by another person who is duly authorized to clear the individual.

Vehicle registration privileges will be terminated when one of the following occurs:

(1) The owner knowingly permits the use of his/her motor vehicle in the commission of a crime or illegal activity.

(2) The owner permits the use of his/her vehicle by an unlicensed driver.

(3) The owner has had his/her installation driving privilege or state operator's license suspended or revoked.

(4) The owner fails to comply with the registration requirements.

Weddings/Special Events/Passes

Individuals wishing to schedule weddings or other special events on Fort Monroe must submit their request and guest lists to the Post Installation Operation Center.